

Personnel

SELECTION PROCEDURES FOR CIVILIAN POSITIONS

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-2, *Affirmative Employment and Action*, and Air Force Instruction (AFI) 36-2024, *Staffing Civilian Positions*. It establishes policies, responsibilities, and procedures for interviewing and hiring civilian personnel through the merit promotion system. It applies to all AFSFC commanders and assigned personnel.

1. POLICIES.

1.1. An interview panel or record assessment will be used to select personnel for all civilian positions. An interview panel is mandatory for selection to positions of GS-12 and above. Candidates from outside the local area should be interviewed by video teleconference (VTC). The Center commander/vice commander must approve any exception (since the detachments do not have VTC capability, they may use telephone interviews). The first-level supervisor of the position to be filled chairs panels for selection of GS-12s and below. Other members will be from other divisions.

1.2. A panel consists of no less than three individuals; at least one must be a civilian, at a grade level higher than the position to be filled. Panels for detachments will consist of the detachment commander and a senior member of the host organization in the field or a related field to the position being hired. The detachment commander may request a civilian panel member from another detachment to provide technical expertise from the related field.

1.3. Panels for selection of GS-12 and above must interview all candidates for reassignment, change to lower grade, or promotion. At Lackland, the panel will consist of one colonel and two lieutenant colonels or one lieutenant colonel and a GS-14.

1.4. Selecting officials coordinate interview questions and evaluation procedures through the senior civilian prior to conducting interviews. Interview questions will also be coordinated through the Civilian Personnel Flight (CPF).

1.5. The CPF will notify selected candidates only after the commander/vice commander approves the selection. If the selectee turns down the offer, CPF calls the commander/vice commander to validate the next eligible candidate. **NOTE:** CPF notifies all selectees.

1.6. Do not discuss deliberations regarding candidates outside the panel meeting.

2. RESPONSIBILITIES.

2.1. Selecting official (panel chairperson):

2.1.1. Appoints panel members and ensures they read and understand this instruction.

2.1.2. Establishes points distribution given for experience when a range is given in the guide.

2.1.3. Determines what subject field is directly related to the position in order to determine points for education.

2.1.4. Establishes which training courses are directly related to the position.

2.1.5. Determines how each candidate's experience is related to the position being filled. Contacts CPF for skills code information, if needed.

2.1.6. Determines whether candidates have an employment record free from questionable, adverse or disciplinary actions.

2.1.7. Notifies the commander/vice commander, through the chain of command, which individual has been selected for the position.

2.1.8. Notifies nonselectees of who was selected for the job.

2.1.9. Returns all career briefs and other personnel data to CPF.

2.2. The Center commander/vice commander:

2.2.1. Approves selection of individuals to fill civilian positions.

2.2.2. Commander/vice commander or senior civilian reviews interview questions, selection criteria identified in paragraphs 2.1.2. through 2.1.4. above, and names of selectees before CPF is notified of the selection.

3. PROCEDURES.

3.1. The selecting official selects knowledgeable/experienced individuals as panel members.

3.2. Panel members use **Atch 1**, Civilian Record Assessment Guide, as the format to establish total points for selection.

3.3. Panel members determine selection criteria to be used at the beginning of the process and apply it equitably to all candidates. Do not change criteria once selection process has begun.

3.4. Panel members contact current and past supervisors to verify candidate experience, when that experience isn't clearly identified in the career brief.

3.5. Panel members should reach an agreement on the best-suited candidate for the job.


3.6. If a consensus cannot be reached on the best-suited person, the panel's recommendations are given to the next higher level supervisor for resolution.

3.7. The selecting official prepares a selection letter for signature by the commander/vice commander. See **Atch 3**, Sample Letter for Internal Hires. Comply with career program instructions for covered positions.

3.8. The selecting supervisor will send a letter to all nonselectees advising them of who was selected for the job. See **Atch 4**, Sample Letter for Nonselectees, or applicable career program instructions.

3.9. Return all certificates to CPF within five days after a selection is made. Review and meet all certificate package requirements.

3.10. Maintain a copy of all questionnaires, assessments guides, score sheets, notes, etc., for at least 90 days after the selectee is notified.



JAMES M. SHAMESS, Brig Gen, USAF
Director of Security Forces

Attachment 1

CIVILIAN RECORD ASSESSMENT GUIDE

NOTE: If there is a wide disparity in scores, panel members should review the topic and review differences.

CIVILIAN RECORD ASSESSMENT GUIDE				
NAME: _____				
DATE: _____				
POSITION: _____				
ELEMENTS	GRADES			DEFINITIONS AND RULES
ELEMENT 1: PERFORMANCE (30 POINTS)	12	13	14	
Average of total score for behavioral factors = 78-81	30	30	30	Actual score determined by average of last three appraisals (or all available if less than three); divide total by number of appraisals used. Count and apply equal weight to appraisals regardless of grade at which rendered. Use rounding (round up) only after final number is attained.
Average of total score for behavioral factors = 74-77	25	25	25	
Average of total score for behavioral factors = 70-73	20	20	20	
Average of total score for behavioral factors = 66-69	15	15	15	
Average of total score for behavioral factors = 62-65	10	10	10	
Average of total score for behavioral factors = <62	0	0	0	
ELEMENT 1 SCORE: _____				

Table A.1. Civilian Record Assessment Guide

CIVILIAN RECORD ASSESSMENT GUIDE (CONTINUED)				
ELEMENTS	GRADES			DEFINITIONS AND RULES
ELEMENT 2: EDUCATION (10 POINTS)	12	13	14	
Less than 1 year of college	0	0	0	Codes: 01-07
1 year or more of college	2	0	0	Codes: 08-09
AA/AS	5	2	0	Codes: 10-12
BA/BS	10	5	5	Codes: 13-16
MA/MS	10	10	10	Codes: 17-22
MAXIMUM POINTS AUTHORIZED	10	10	10	Points are credited only once, based on highest level achieved (e.g., a GS-13 with both an AA and BA earns 5 points.
ELEMENT 2 SCORE _____				
ELEMENT 3: PME/PCE (10 POINTS)	12	13	14	PME points awarded regardless of source (resident or nonresident)
SOS or equivalent	5	0	0	Code: BFI
ISS	10	10	5	Code: ACS, ASA, AGJ
SSS/PCE	10	10	10	Code: ACR, ACL, ACB, ACT, ACU (may be others).
MAXIMUM POINTS AUTHORIZED	10	10	10	
ELEMENT 3 SCORE: _____				
ELEMENT 4: EXPERIENCE (25 POINTS)				
ELEMENT 4.1: MULTI-COMMAND EXPERIENCE (6 POINTS)	12	13	14	Count only experience >12 months at GS-7 (or equivalent) or higher.
One Command	0	0	0	
2 Commands	3	3	3	
More than 2 Commands	6	6	6	
MAXIMUM POINTS AUTHORIZED	6	6	6	
ELEMENT 4.1 SCORE: _____				

Table A.1. Civilian Record Assessment Guide

CIVILIAN RECORD ASSESSMENT GUIDE (CONTINUED)				
ELEMENTS	GRADES			DEFINITIONS AND RULES
ELEMENT 4.2: MULTI-SKILL EXPERIENCE (6 POINTS)	12	13	14	Count only experience >12 months at GS-09 or higher.
Less than 3 related skills	0	0	0	Skill codes abusfg, pcv, pcu, pab, rxf, nen, acapdd, fdnpyg, apmwfj, etc.
3 related skills	3	3	3	
More than 3 related skills	6	6	6	
MAXIMUM POINTS AUTHORIZED	6	6	6	
ELEMENT 4.2 SCORE: _____				
ELEMENT 4.3: MULTI-ORGANIZATIONAL EXPERIENCE (8 POINTS)	12	13	14	Count only experience >12 months at GS-7 (or equivalent) or higher.
Base level	0	0	0	Code: Q
NAF/Depot/Lab/ratory/Test Center/Product Center	1	1	1	Codes: C, D, E, F, H, K, L, M, R
MAJCOM/DRU/FOA	3	3	3	Codes: B, U
Air Staff or equivalent	4	4	4	Code: A
DoD/Joint	5	5	5	Code: J
MAXIMUM POINTS AUTHORIZED	8	8	8	
ELEMENT 4.3 SCORE: _____				
ELEMENT 4.4 SUPERVISORY/MANAGERIAL EXPERIENCE (5 POINTS)	12	13	14	
Leader	1	1	1	Codes: 6, 7
Supervisor	3	3	3	Codes: 1, 2, 4
Manager	5	5	5	Codes: 3, 5
MAXIMUM POINTS AUTHORIZED	5	5	5	Award points regardless of grade at which earned.
ELEMENT 4.4 SCORE: _____				
ELEMENT 4 TOTAL SCORE: _____				

Table A.1. Civilian Record Assessment Guide (Continued)

CIVILIAN RECORD ASSESSMENT GUIDE (CONTINUED)				
ELEMENTS	GRADES			DEFINITIONS AND RULES
ELEMENT 5: AWARDS	12	13	14	Limit to these awards. Do not consider performance awards.
Notable Achievement	1	1	1	
Meritorious Civilian Service Award	1	1	1	
Outstanding Civilian Career Service Award	1	1	1	
Exemplary Civilian Service Award	1	1	1	
AF Distinguished EEO Award	1	1	1	
DoD Distinguished Civilian Service Award	1	1	1	
MAXIMUM POINTS AUTHORIZED	5	5	5	
ELEMENT 5 SCORE: _____				

CIVILIAN RECORD ASSESSMENT GUIDE (CONTINUED)				
ELEMENTS	GRADES			DEFINITIONS AND RULES
ELEMENT 6: INTERVIEW	12	13	14	
Was the person articulate?	0-4	0-4	0-4	
Did they cover the question(s) adequately?	0-4	0-4	0-4	
Bearing	0-4	0-4	0-4	
Behavior	0-4	0-4	0-4	
Logical presentation	0-4	0-4	0-4	
MAXIMUM POINTS AUTHORIZED	20	20	20	
ELEMENT 6 SCORE: _____				
TOTAL SCORE: _____				

Table A.1. Civilian Record Assessment Guide (Continued)

Attachment 2

CODE EXPLANATIONS

PAY PLAN

GM-General Manager
 GS-General Schedule
 WS-Wage Supervisor
 WL-Wage Leader
 Service
 WG-Wage Grade

SUPERVISORY LEVEL

1-1st Level Supv
 2-2nd Level Supv
 3-Manager
 4-Supervisor
 5-Management Official
 6-Leader
 7-Team Leader
 8-Non-Supervisory
 9-Program Responsibility

EXPERIENCE TYPE

D-Detail
 F-Federal Civil Svc
 M-Military Service
 N-Non-Federal

POSITION LOCATION

B-Positions at Command
 F-Positions at Wing
 Q-Positions at Group

PERFORMANCE/PROMOTION APPRAISAL

R-Acceptable
 N-Unacceptable

EDUCATION LEVEL

1-Some Elementary
 2-Elementary Completed
 3-Some High School
 4-High School Grad
 5-Terminal Occ-Pgm Incomplete
 6-Terminal Occ-Pgm
 7-Less than 1 Year
 8-1 Year College
 9-2 Years College
 10-Associate's Degree

11-3 Years College
 12-4 Years College
 13-Bachelor's Degree
 14-Post Bachelor's
 15-First Professional Degree
 16-Post-First Professional
 17-Master's Degree
 18-Post Master's
 19-6th Year Degree
 20-Post-6th Year

21-Doctorate Degree
 22-Post-Doctorate
 23-Not Applicable
 (also used to record a major or minor the employee may have in fields of study different from the degree field)

CREDIT INDICATOR

1-Test
 2-Waiver
 3-Equivalency
 4-Residence

5-Correspondence
 6-Seminar
 7-Self Development
 (Blank) Not Applicable

Attachment 3

SAMPLE LETTER--INTERNAL HIRES

MEMORANDUM FOR 37 MSS/DPCS

FROM: AFSFC/CV

SUBJECT: Referral Certificate# xxxxxx

The following individual has been selected for the _____
position.

Mr. Charles E. Smith

Panel Chairperson _____ Date _____

Commander/Vice Commander _____ Date _____

Attachment 4

SAMPLE LETTER FOR NON-SELECTEES

(date)

MEMORANDUM FOR HENRY J. DOE, PHD

FROM: HQ AFSFC/XXX

SUBJECT: Research Psychologist, GS-018-13

Thank you for your interest in the Research Psychologist, GS-018-13, with HQ AFSFC, Detachment 1. Ms. Juanita Flores was selected. Even though you were not selected, your employment record is impressive and reflects dedication and hard work. Thanks again.

JAYNE A. SMITH, Major, USAF
Commander, Detachment 3 HQ AFSFC

(NOTE: Selecting officials are encouraged to personalize this letter as appropriate.)